

Your name

Your Address, city, state. Zip code
Your e-mail address • Phone number

SUMMARY OF QUALIFICATIONS

Skillful and dedicated individual with extensive experience in the coordination, planning, and support of daily operational and administrative functions.

- ❖ Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Proficient in Microsoft Office System, QuickBooks, Microsoft Windows® operating system.

PROFESSIONAL EXPERIENCE

TYSON FOODS – Logansport, Indiana

2003 to 2009

Line Worker

Provided high-level support to the cold floor to ensure the best quality products reached the consumer.

Performed a variety of functions, such as cutting repetitively with a knife, saw and wizard knife on a timed belt with precision. Collaborated with the Quality Control Team to ensure proper temperature, weight and quality was reached for each product. Met with the Management Team daily to ensure the accuracy of work being performed and update on trainee status.

- Removed ham bones, knuckle trim, fat, ribs, membranes, and tenderloins.
- Removed multiple cuts of meat in a timed environment.
- Trained new employees on all job tasks.

WENDY'S – Kokomo, Indiana

2002 to 2003

Operations Leader

Served as Operations Leader for Kokomo District Wendy's Restaurants.

Directed all administrative and employee support efforts. Conducted in-depth employee interviews, employee annual reviews and employee promotions. Scheduled all employees work shifts, meetings and outings. Prepared bi-weekly payroll and expense reports. Managed all human resource functions.

- Designed, coordinated, and maintained transaction analysis to control inventory and ensure proper balance and reduce waste.
- Successfully oversaw all register count downs, bank deposits, store cleanliness and balanced labor cost & percentage.

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